Knowledge Base

Google Apps Email User Manual

24 Pages

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GoogleApps Email user manual

How to setup new email account in Google Apps and manage existing Email account?
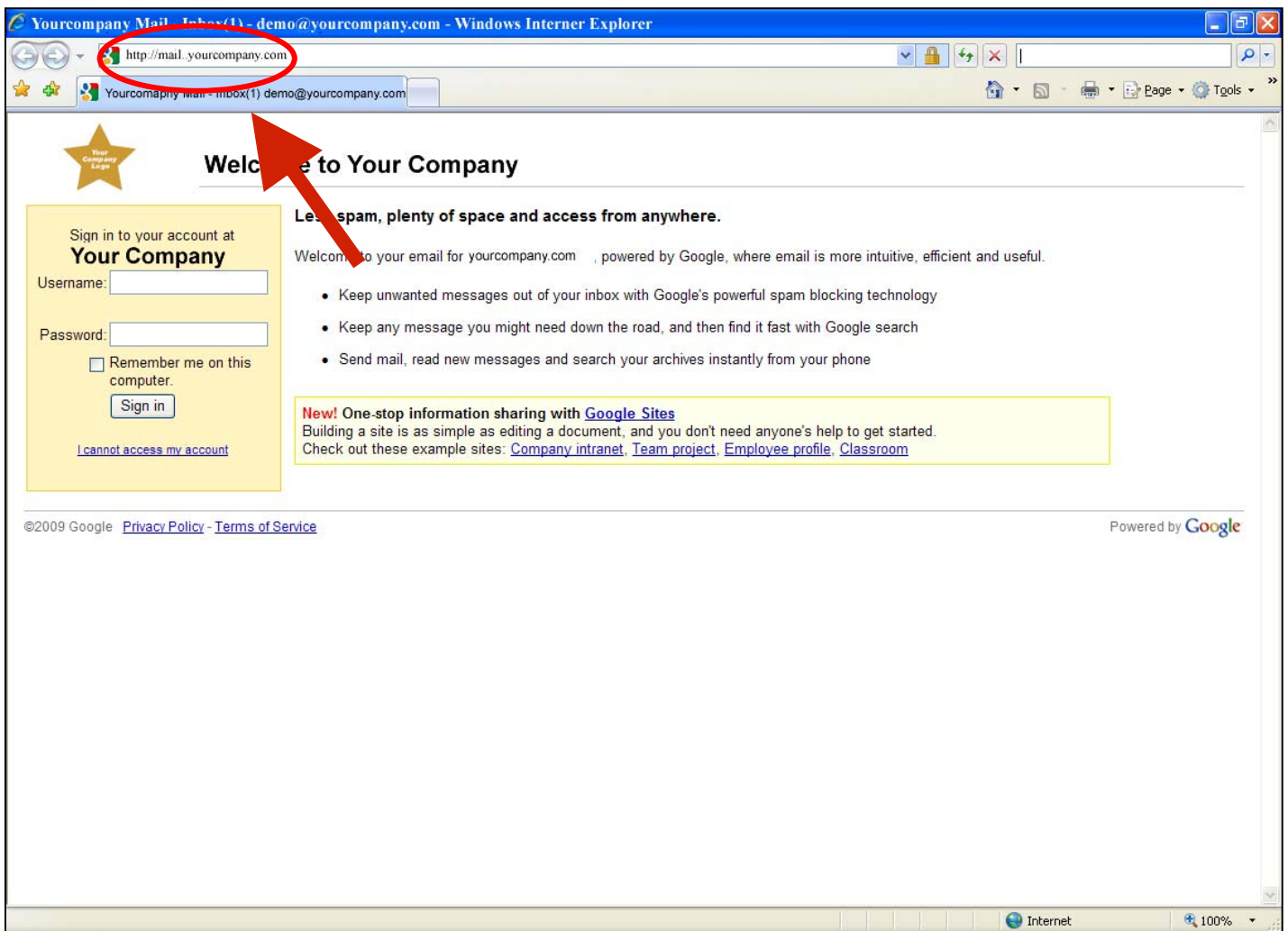
0. Open Internet Explorer

To open internet explorer click on Start and then click on Internet

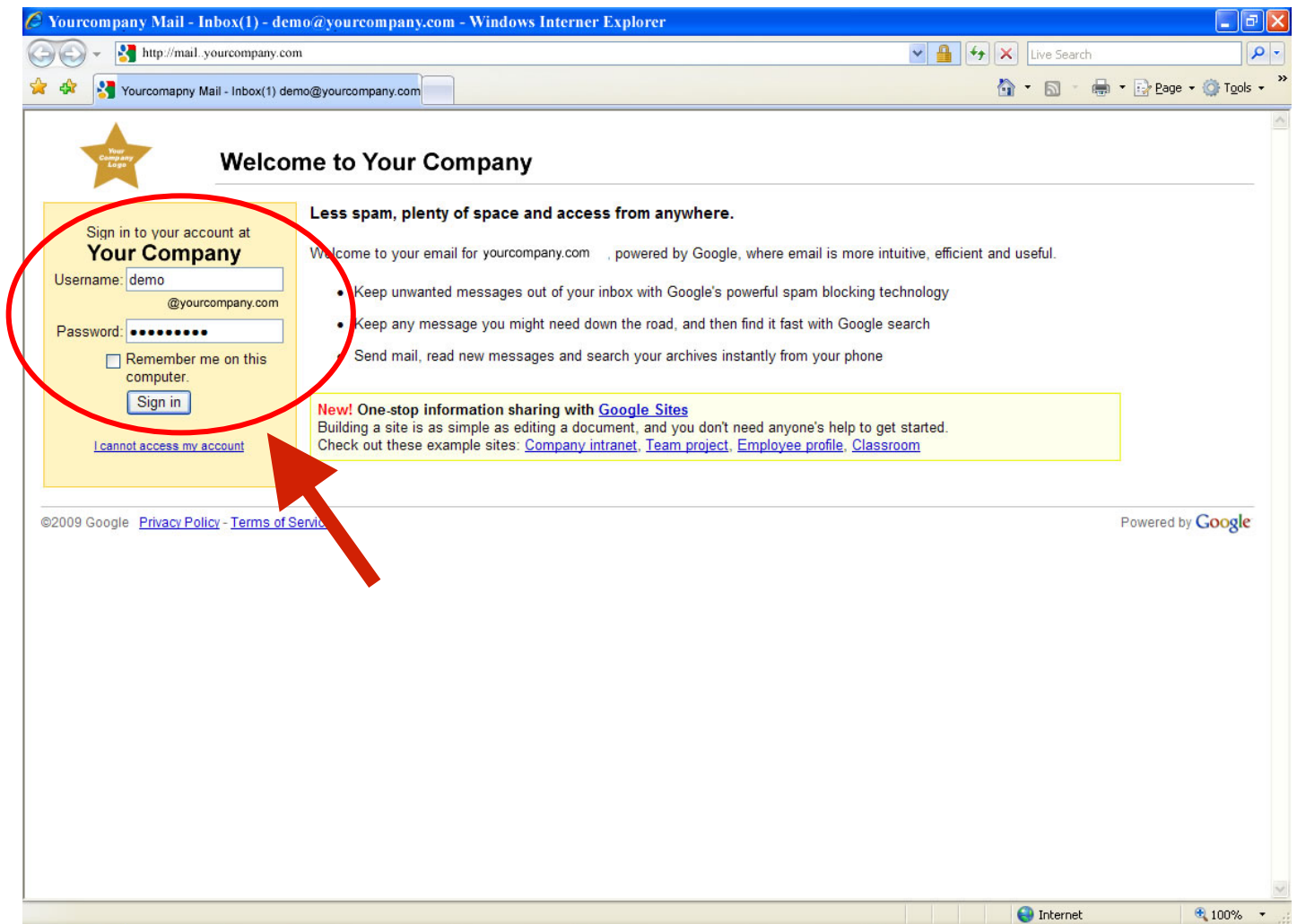# 1 Setup a new Email Account

1.1 *Go to mail page*

Open internet Explorer and type mail.yourcompany.com and hit enter key.

1.2 Username and Password

Enter **Username** and **Password** provided to you, if you don't have username and password please contact your admin office.
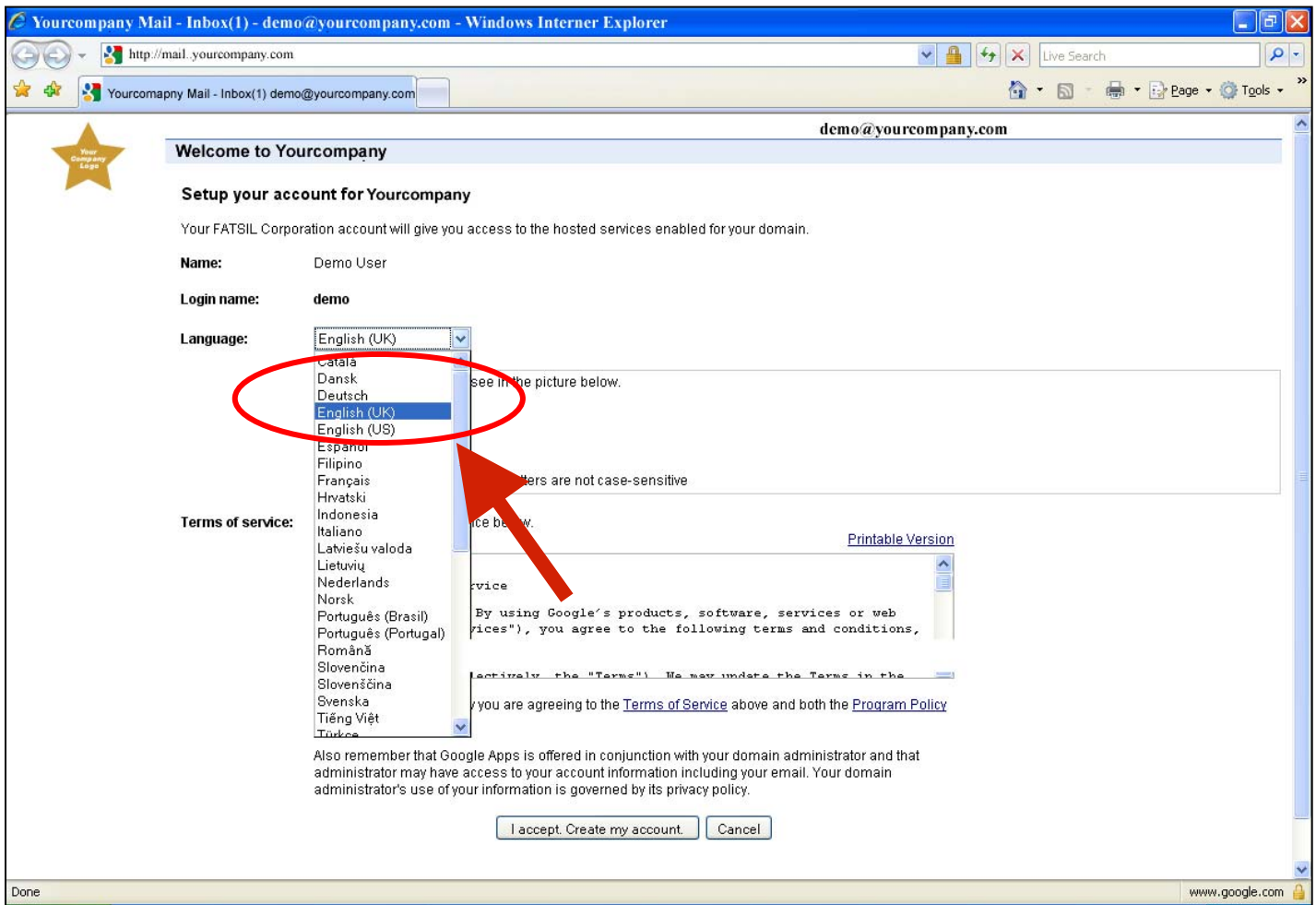
Once you enter username and password than click on **Sign In** button to login to your account.

1.3   Choose Language

If you login first time to your account than basic setup requires for your account.
   Choose the **Language** as **English (UK)**

1.4 Security Code

Once you select your language as English (UK) than enter security code as displayed on the page and click on **I accept. Create my account.**

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1.5 Inbox

Once your account is created than you will be redirected to your **Inbox.**

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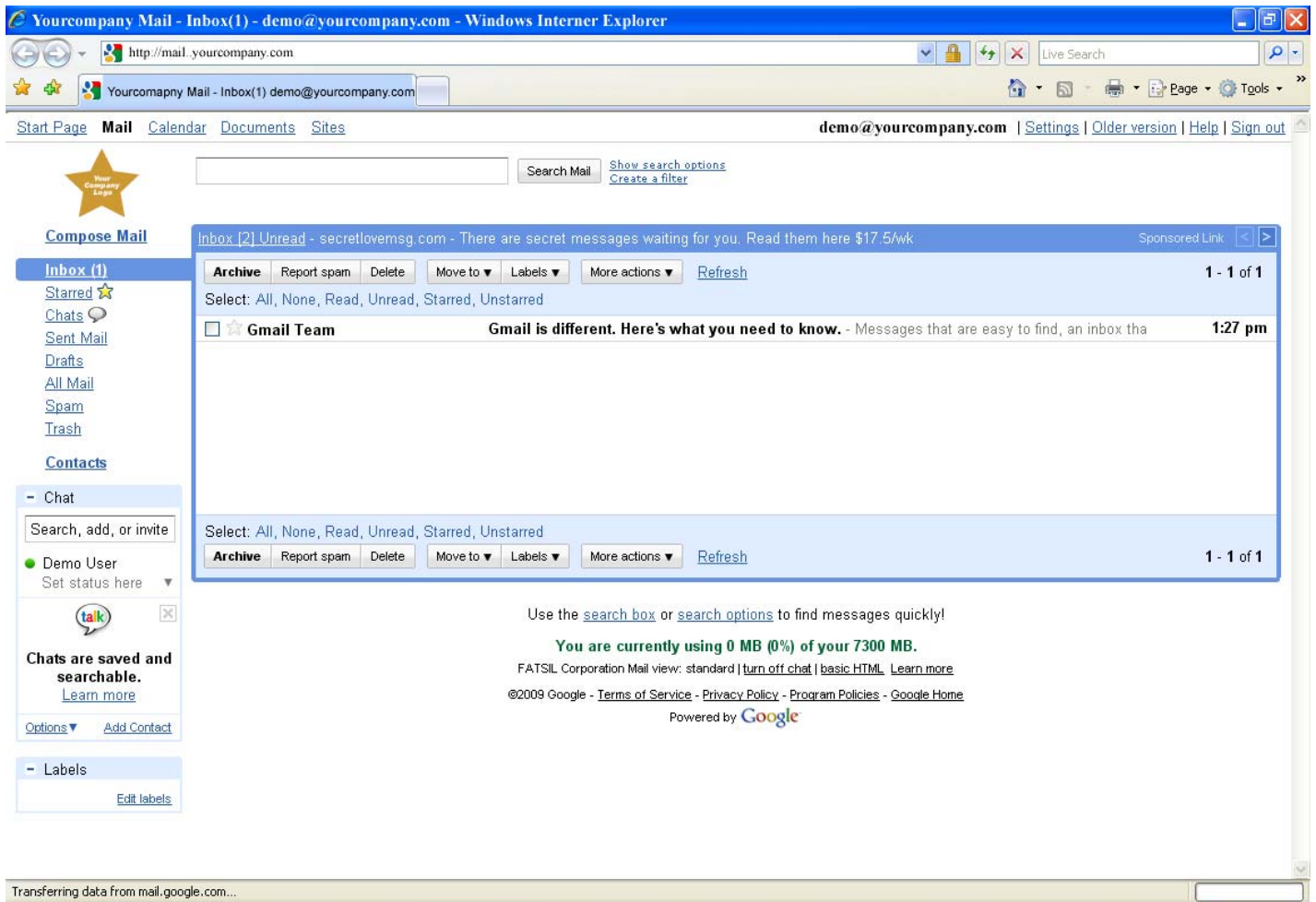
2. How to change password?

2.1 Setting Page

To change the password of your account, click **Settings** from top menu.

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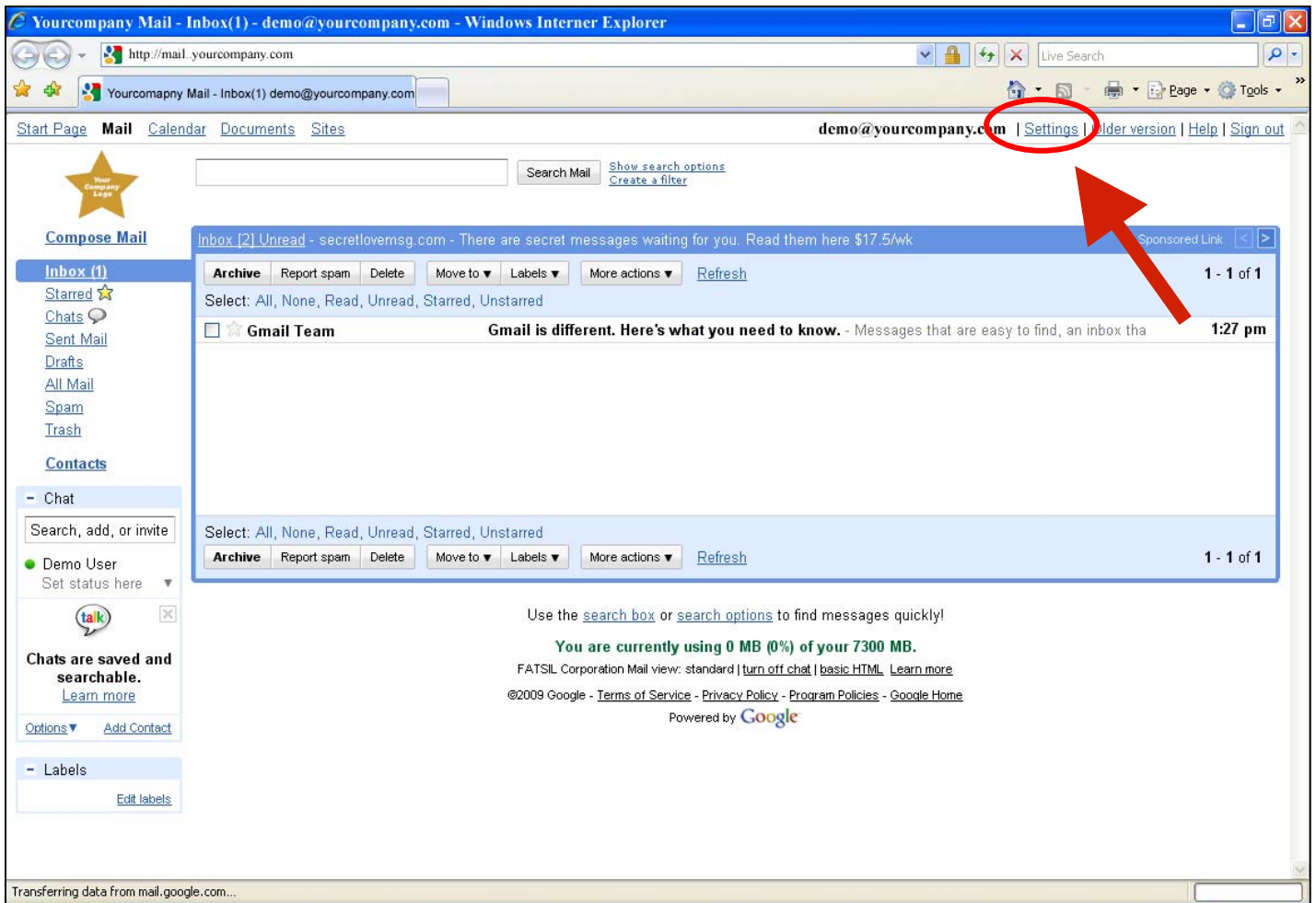
2.2   Account Page

Click on <u>**Accounts**</u> Tab

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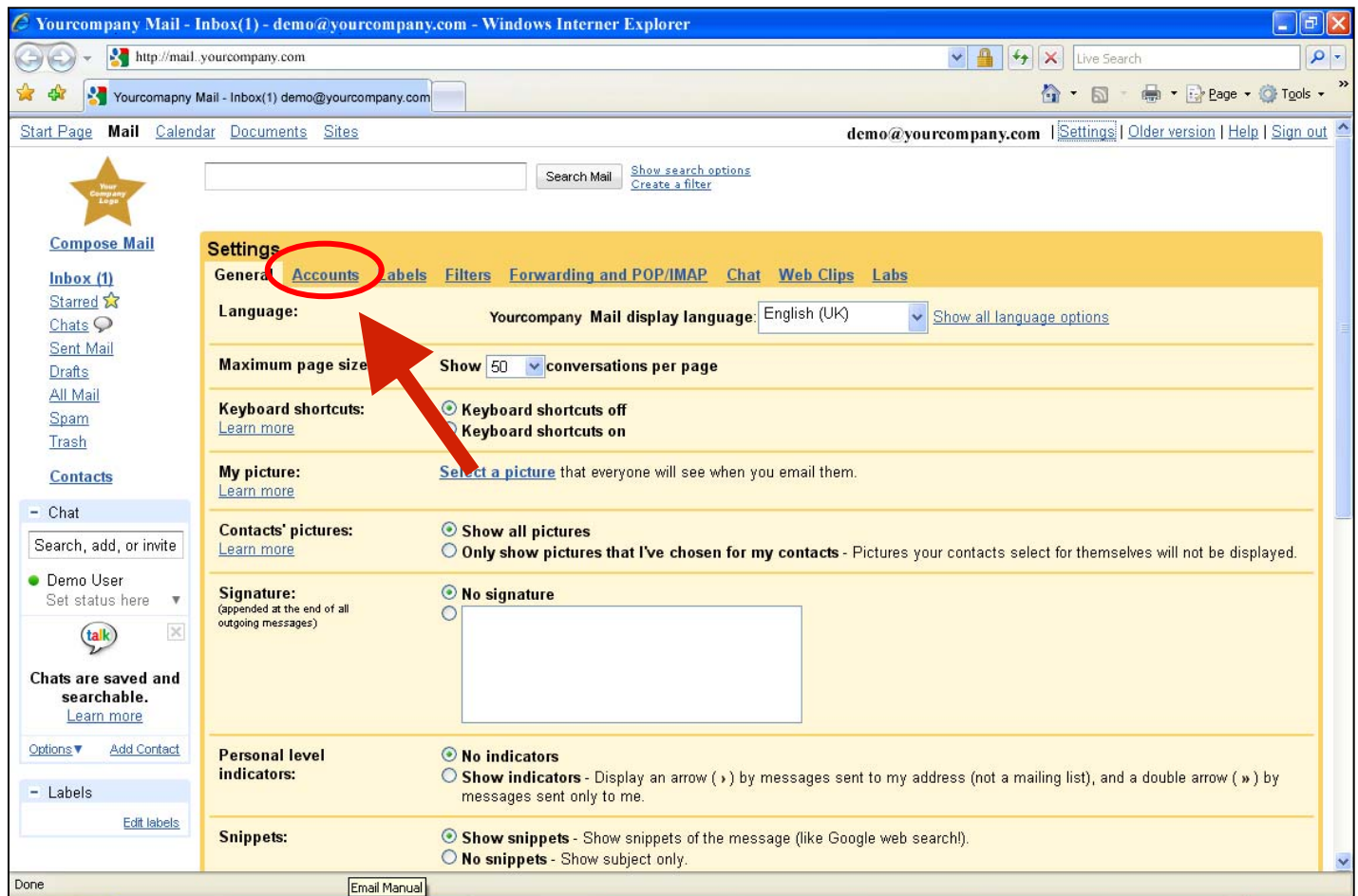
2.3   Change Password link

Click on **change password** link
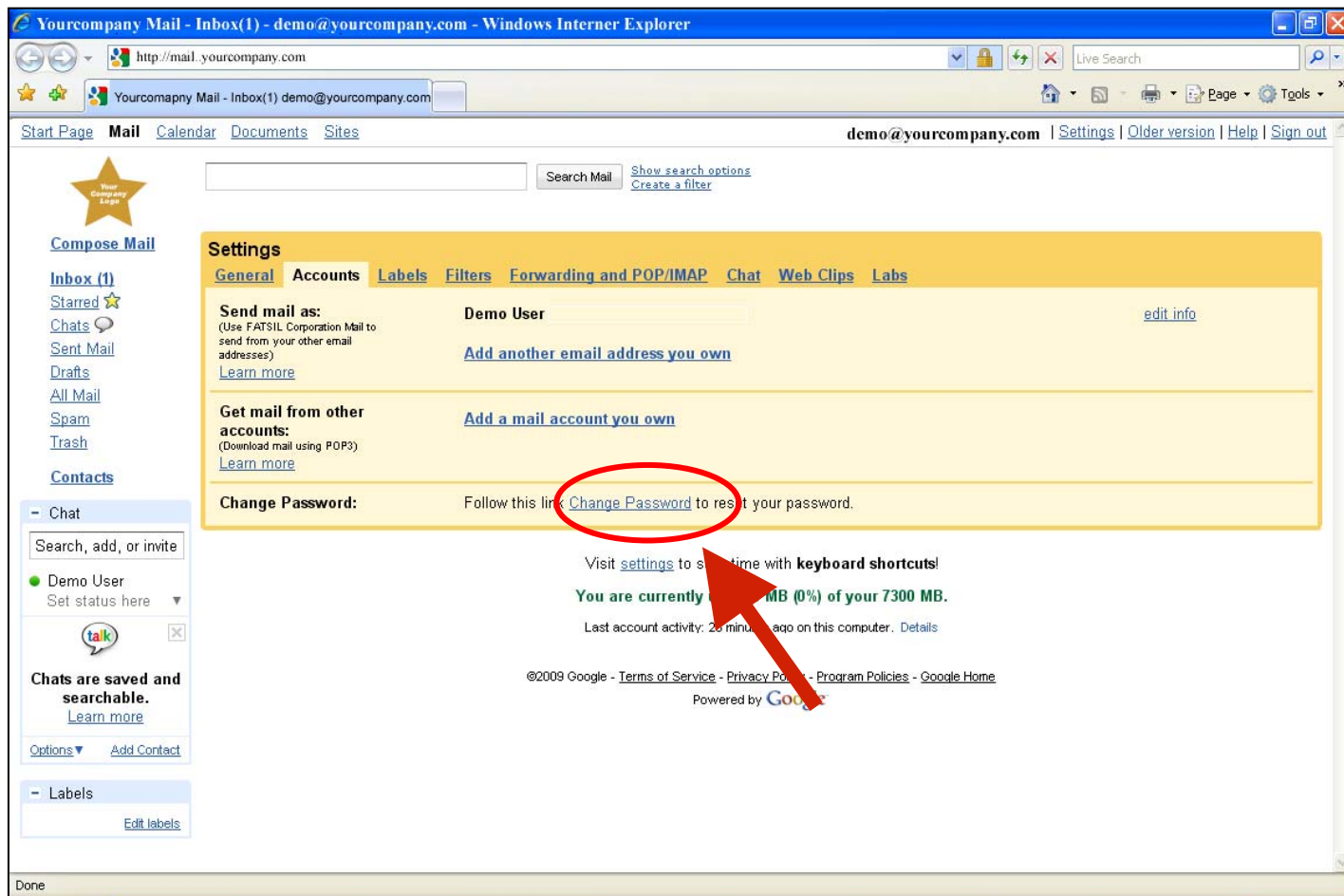
2.4 Update Password

1. Enter **New password** in **Choose a new password box**.
2. Enter same new password in **Re-enter a new password box.**
3. Click on **Change Password button** to update your password.

3. Manage SPAM Email

What is SPAM Emails?

E-mail spam, known as unsolicited bulk Email (UBE), junk mail, or unsolicited commercial email (UCE), is the practice of sending unwanted e-mail messages, frequently with commercial content, in large quantities to an indiscriminate set of recipients.

If you find that you receive such emails than you can set that email as SPAM and next time that email will come to SPAM folder instead of Inbox.

3.1 Report SPAM

To set the email as SPAM select the email and click on **Report Spam button** on top.
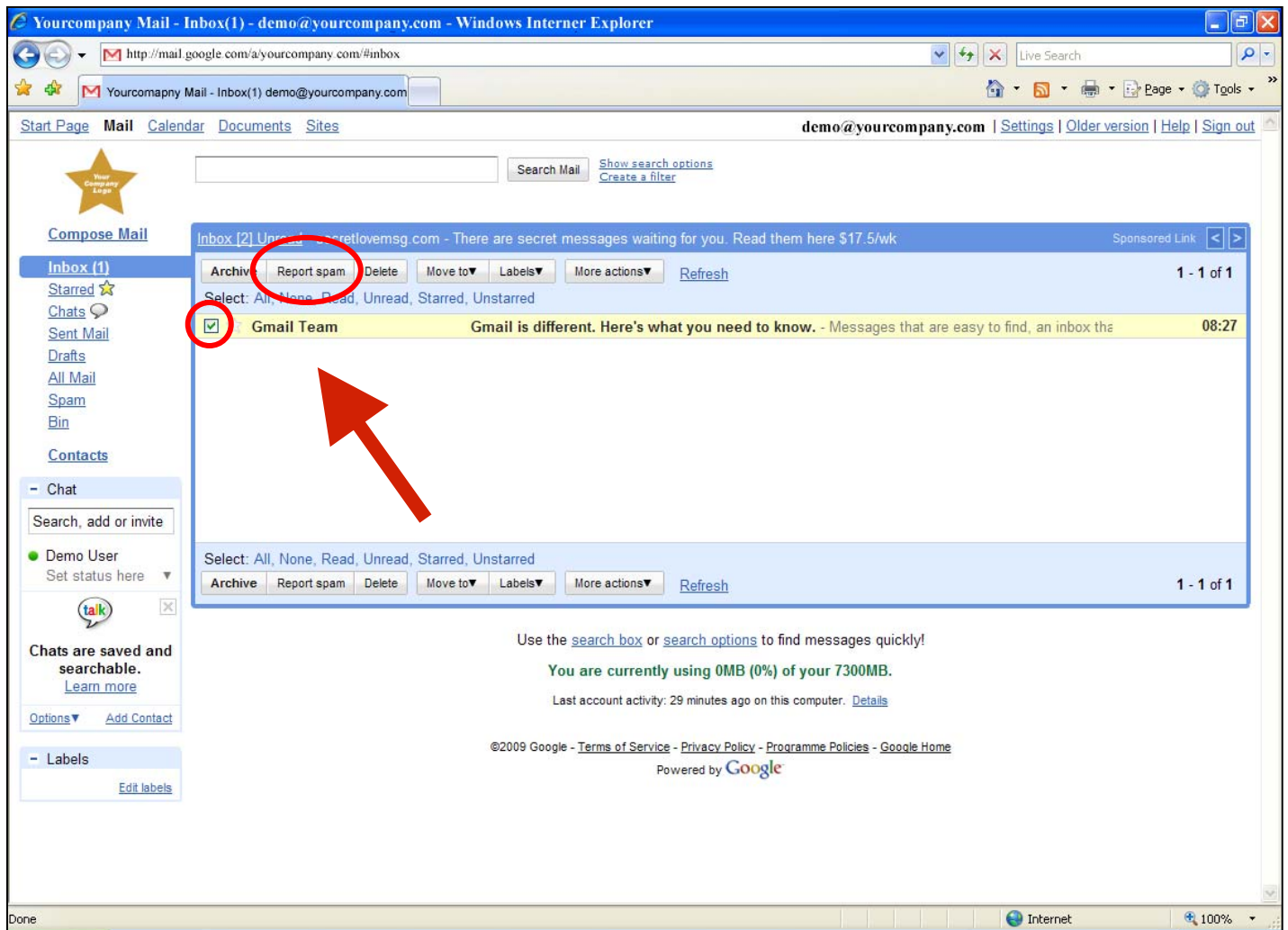
3.2   Not SPAM

Sometime important emails are set as SPAM by email program so it's advisable to check the SPAM folder regularly so you don't miss important emails.

1. To check SPAM folder click on **Spam from left menu** and see if any emails are in the spam folder which is not supposed to be a spam email.
2. Select all those emails which are not SPAM and you want them to Inbox instead of SPAM folder
3. Click on **Not spam** to make sure next time it comes to your inbox instead of SPAM folder.
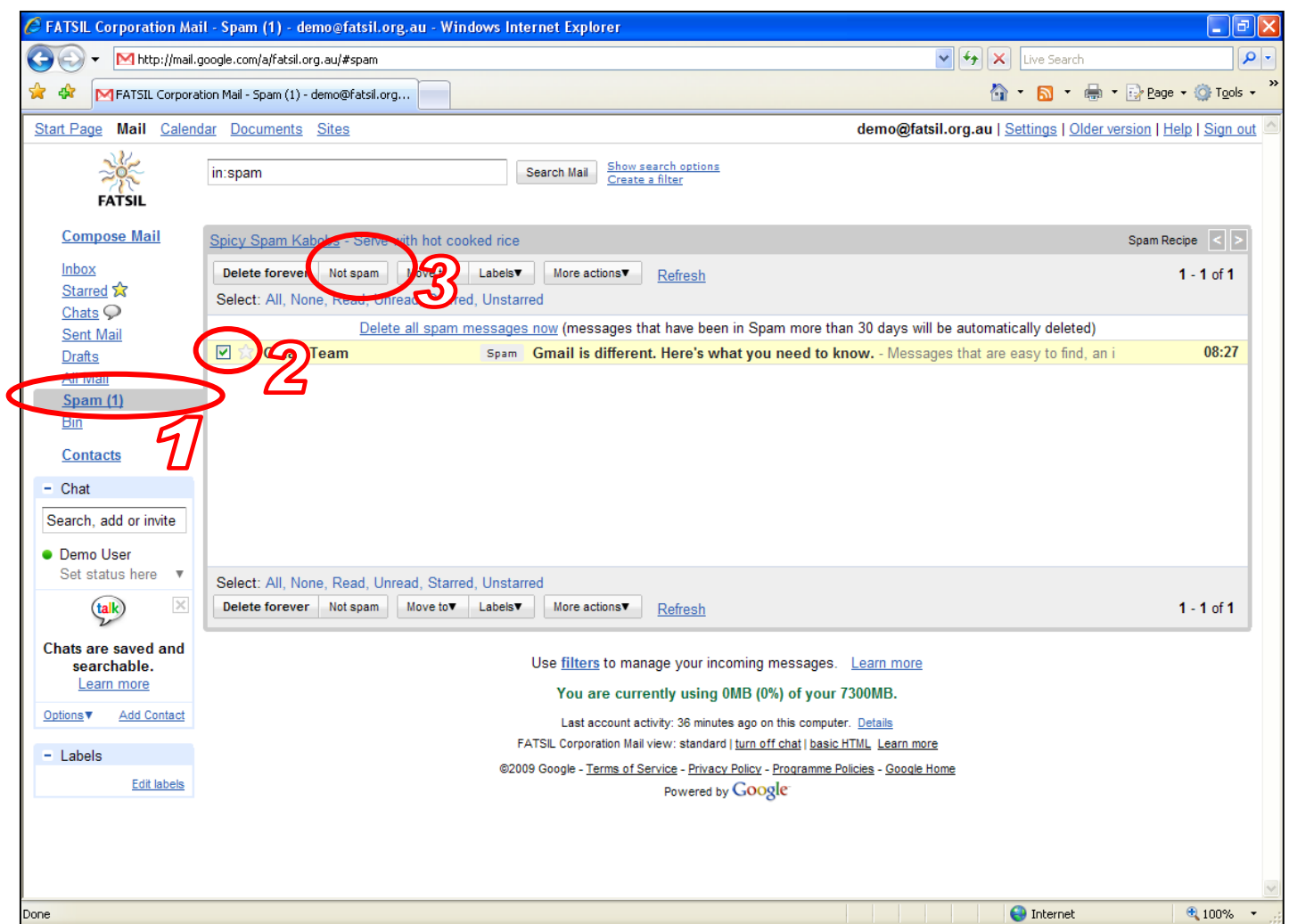
4. Compose a new Email

4.1 New Email

To write or compose a new email **click Compose Mail** from left menu.
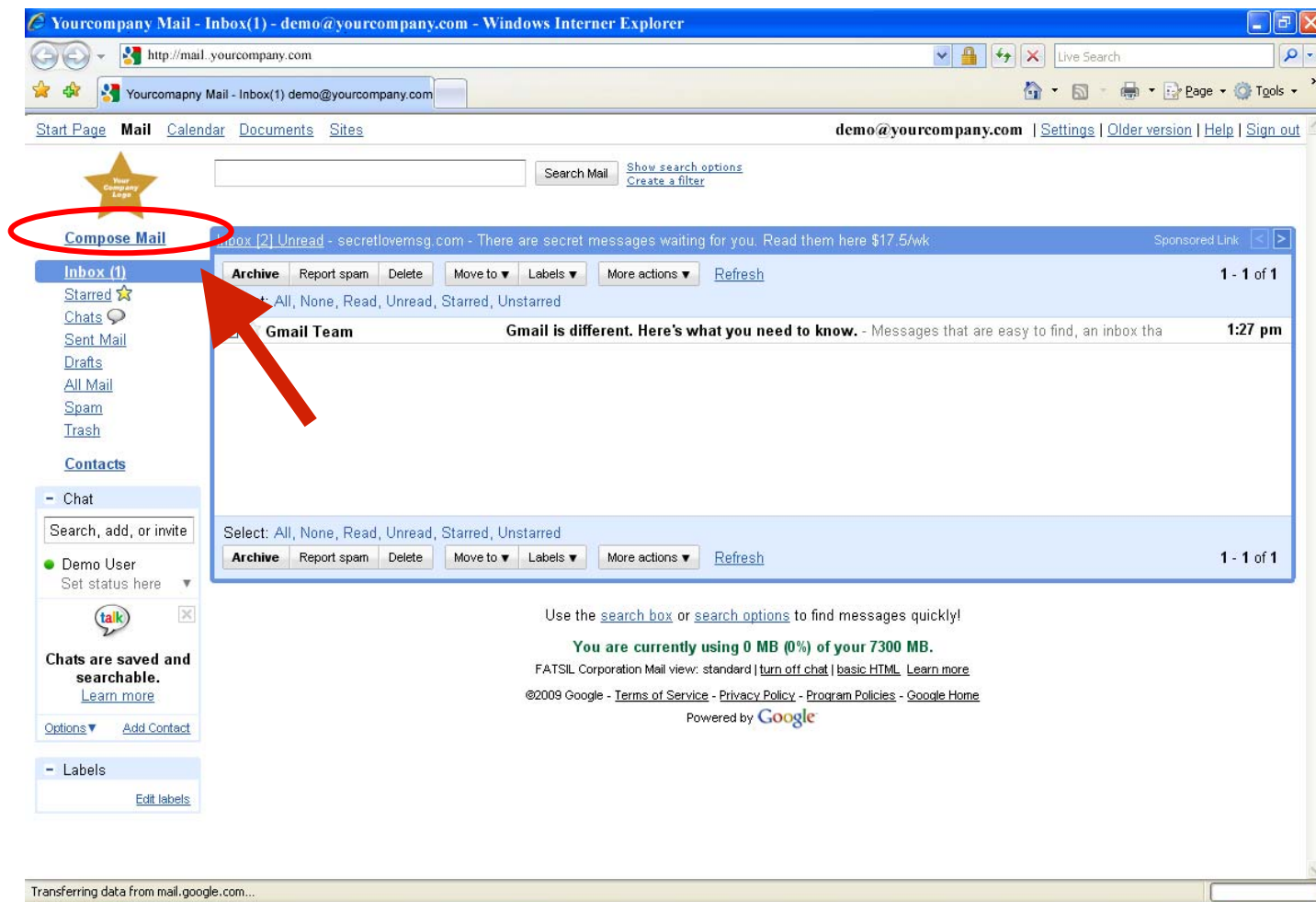
4.2   Email Fields

1. **Enter the email addresses** in to the **'To' box** to whom you want to send the email.
2. Enter Subject of the email in to the Subject box.
3. Type the message text in to big white box.
4. When you finish typing and ready to send the email click on Send button from bottom.
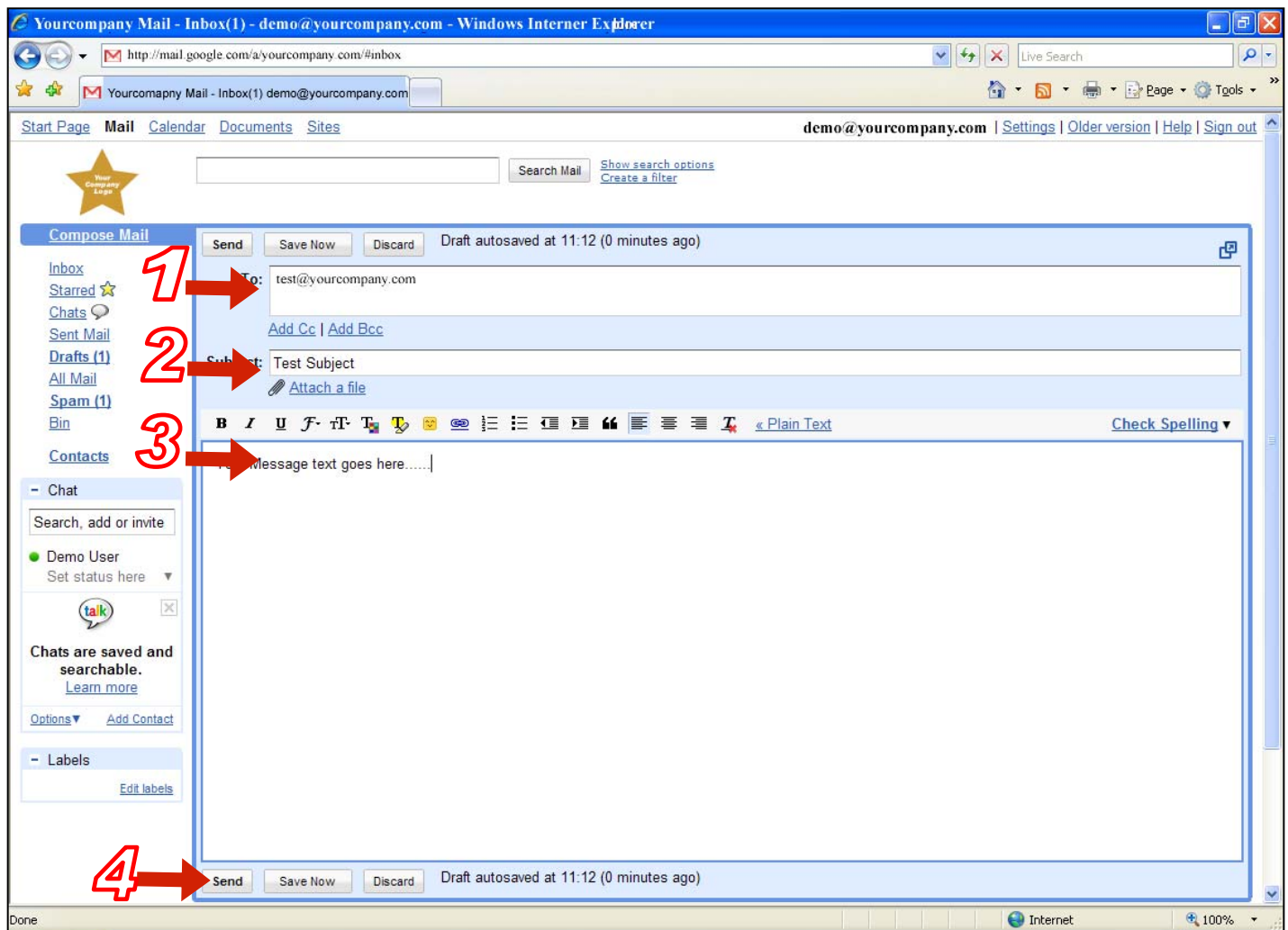
5. Address book

5.1 Add contact

To add email or contact details for your account **click Contacts from left menu.**
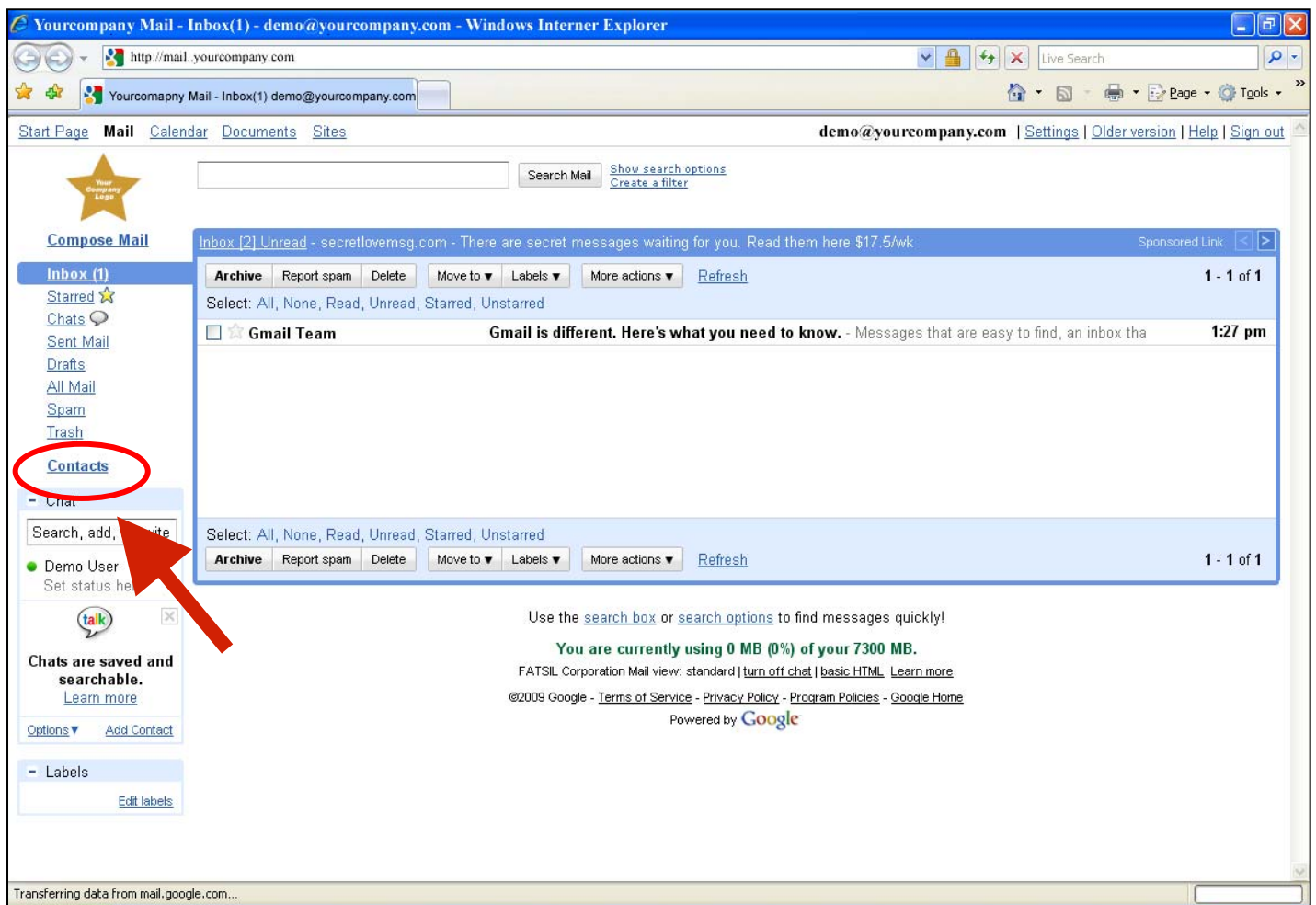
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Click Plus icon from top to add new contact details.

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5.2 Add Details

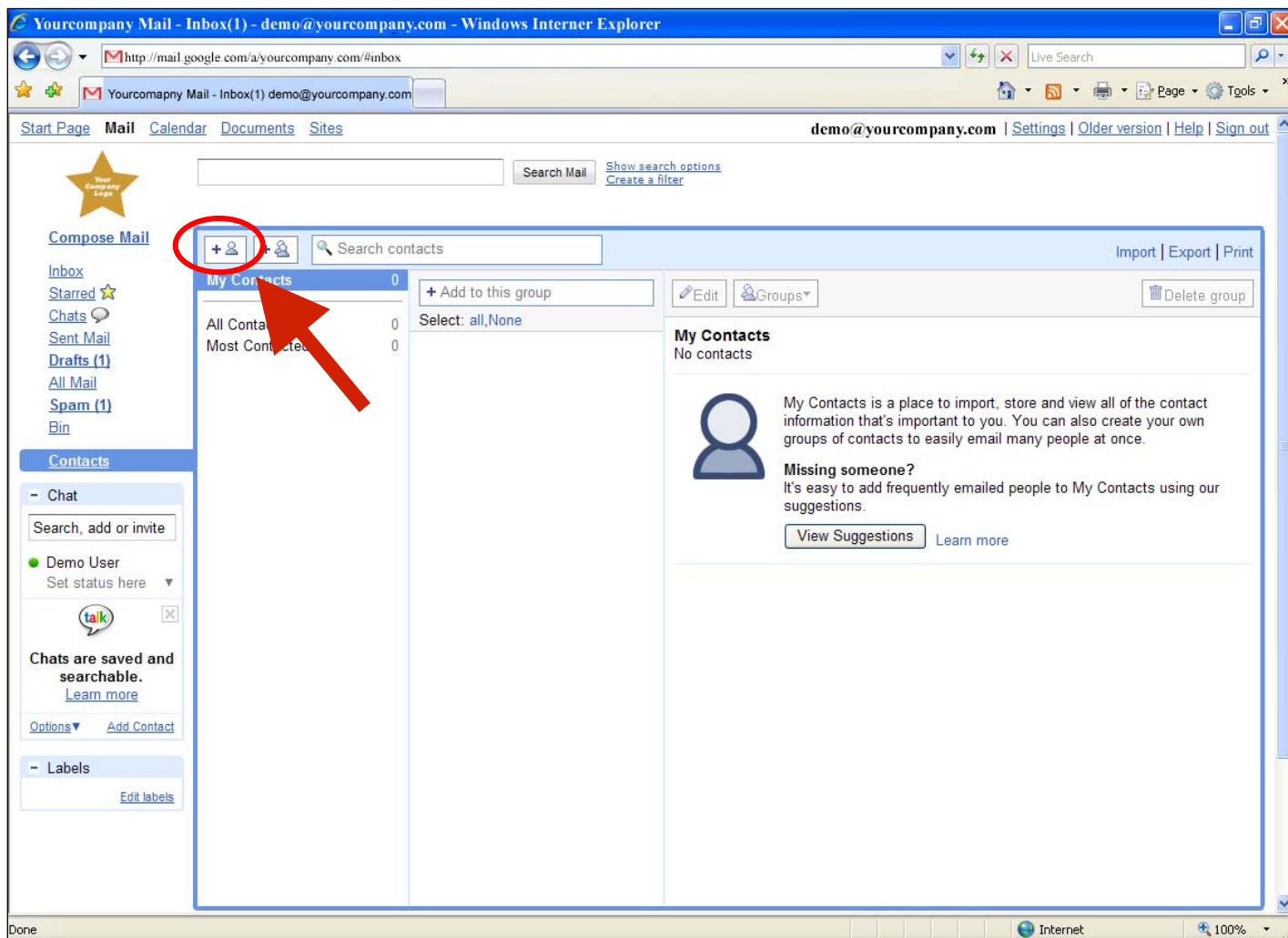1. <u>**Enter information**</u> for contacts like Name, Email etc
2. <u>**Click on Save**</u> button from top to save the contact detail.
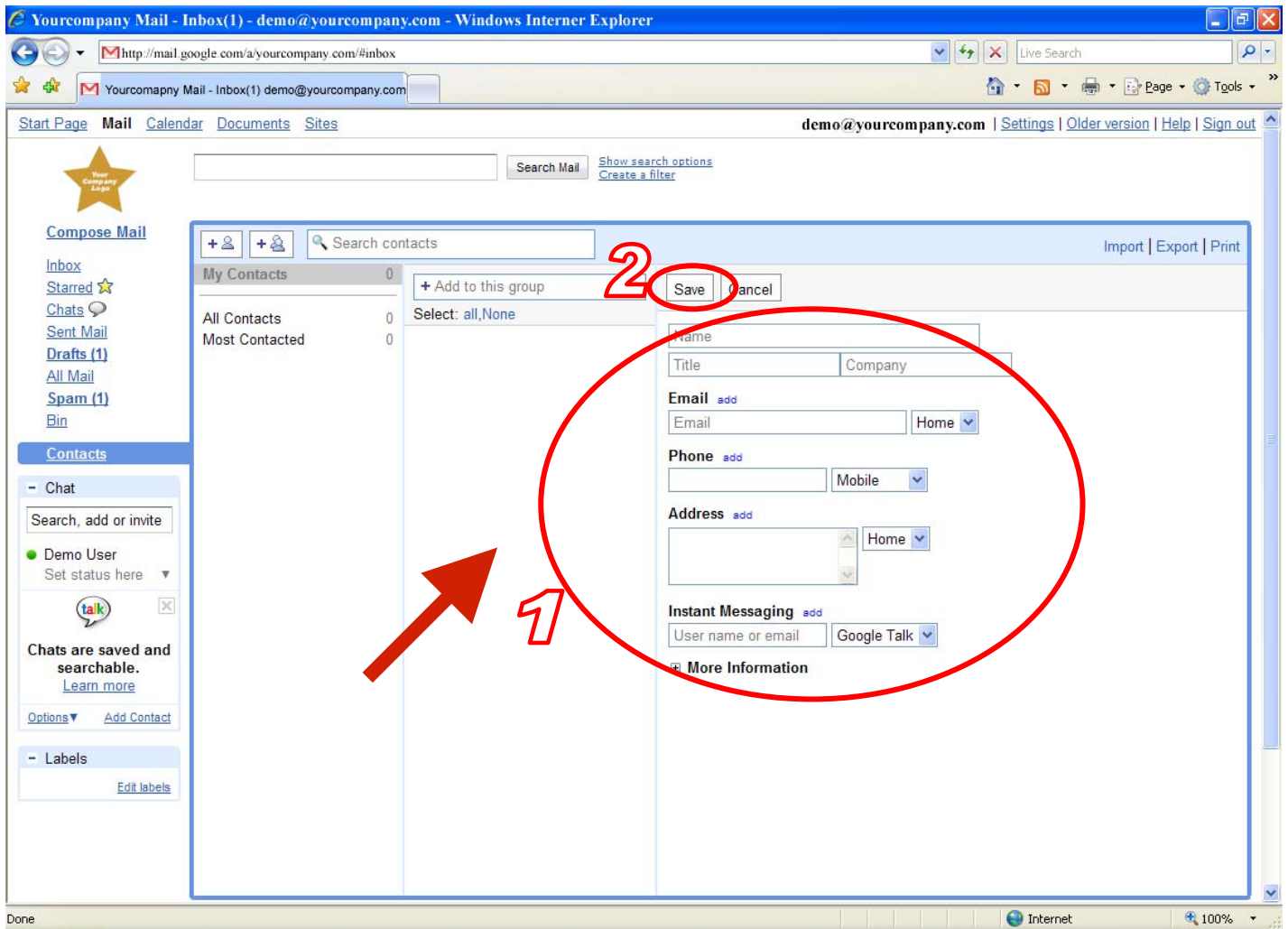
6. Mange Folders

How to create different folders (Labels) in Google Apps Mail

Please Note Google Apps Mail refers to folders as "Labels"
Labels do all the work folders do and give you an extra bonus: you can add more than one to a conversation. Once you've created a label, you can view all the messages with that label by searching, or by clicking the label name along the left side of any page.
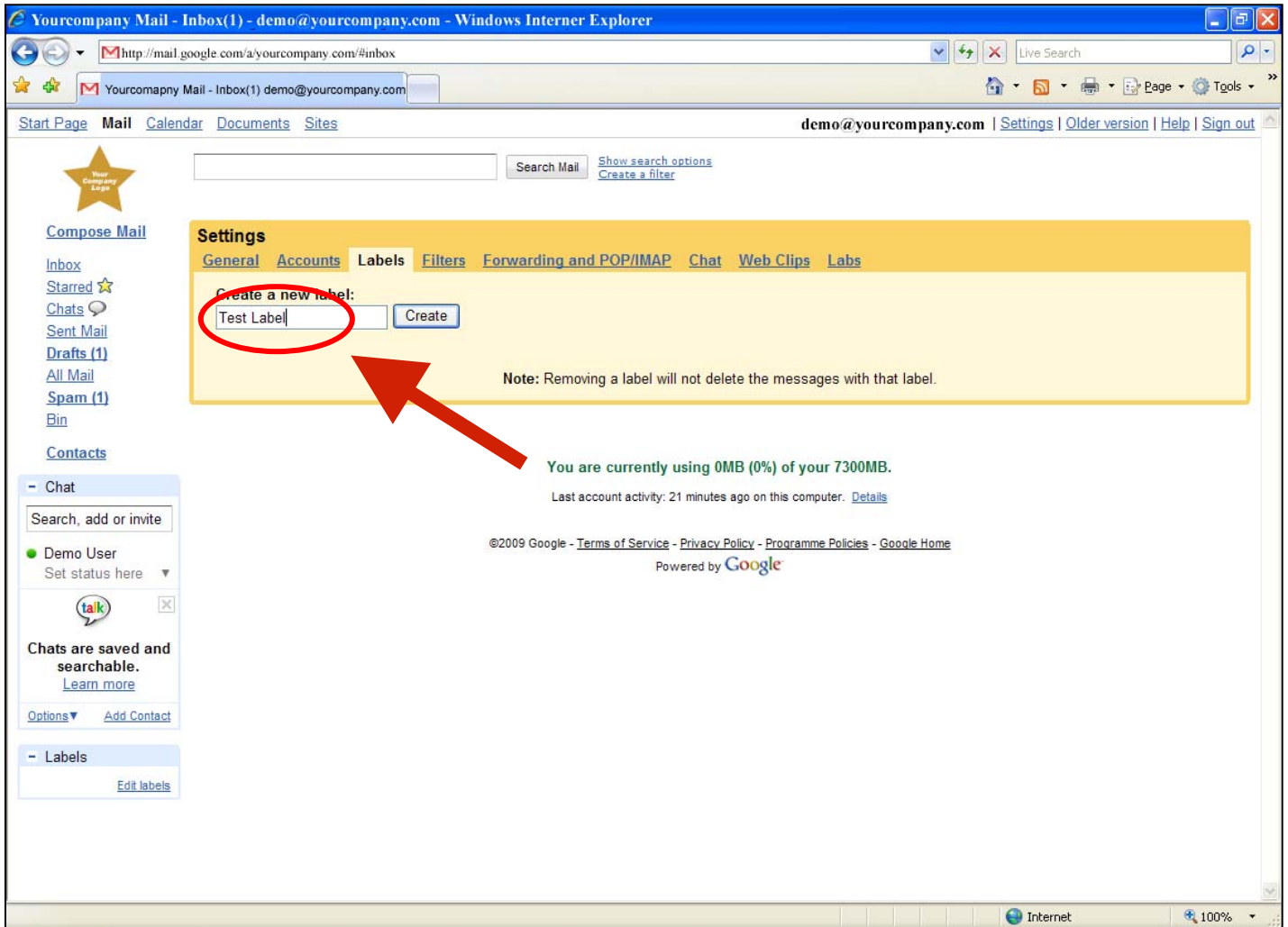
6.1 Create a new folder

To create a new label **click Edit labels** from left menu.
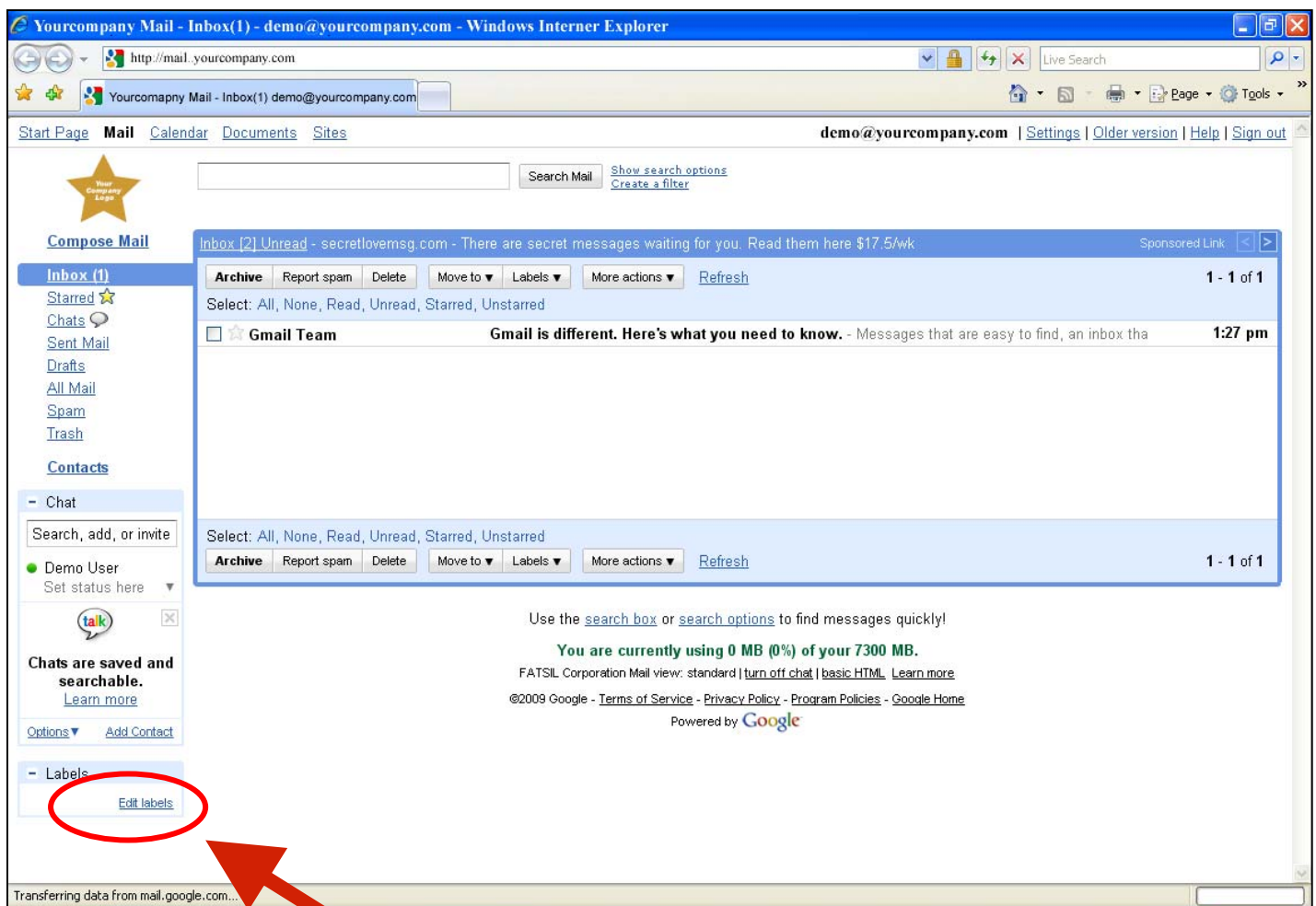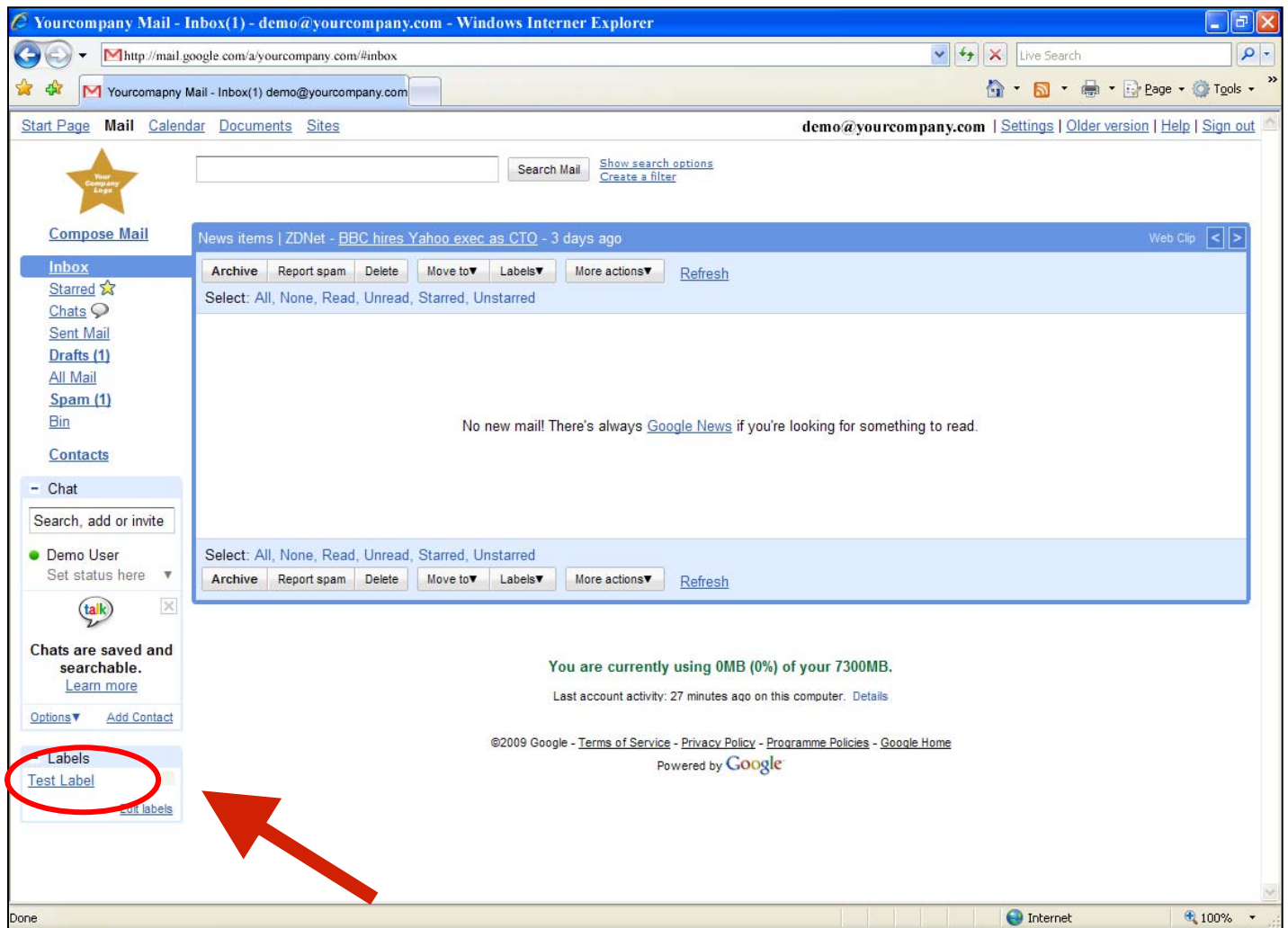
6.2 Name a folder

Type the label name in Create new label field and click **Create** button

6.3 View Folders

Once you click on create the new label will be created and **listed under Labels** in left menu.

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6.4 Move emails to folders

    1. In the inbox - <u>**select the email(s)**</u> you wish to move to folder

    2. Click the drop down menu **"More Actions"** and select the appropriate label.

    3. To remove from the inbox after you have applied a label click the <u>**"Archive"**</u> button from the top menu. It will be removed from inbox and stored to the archive folder so that you can search and see it later.
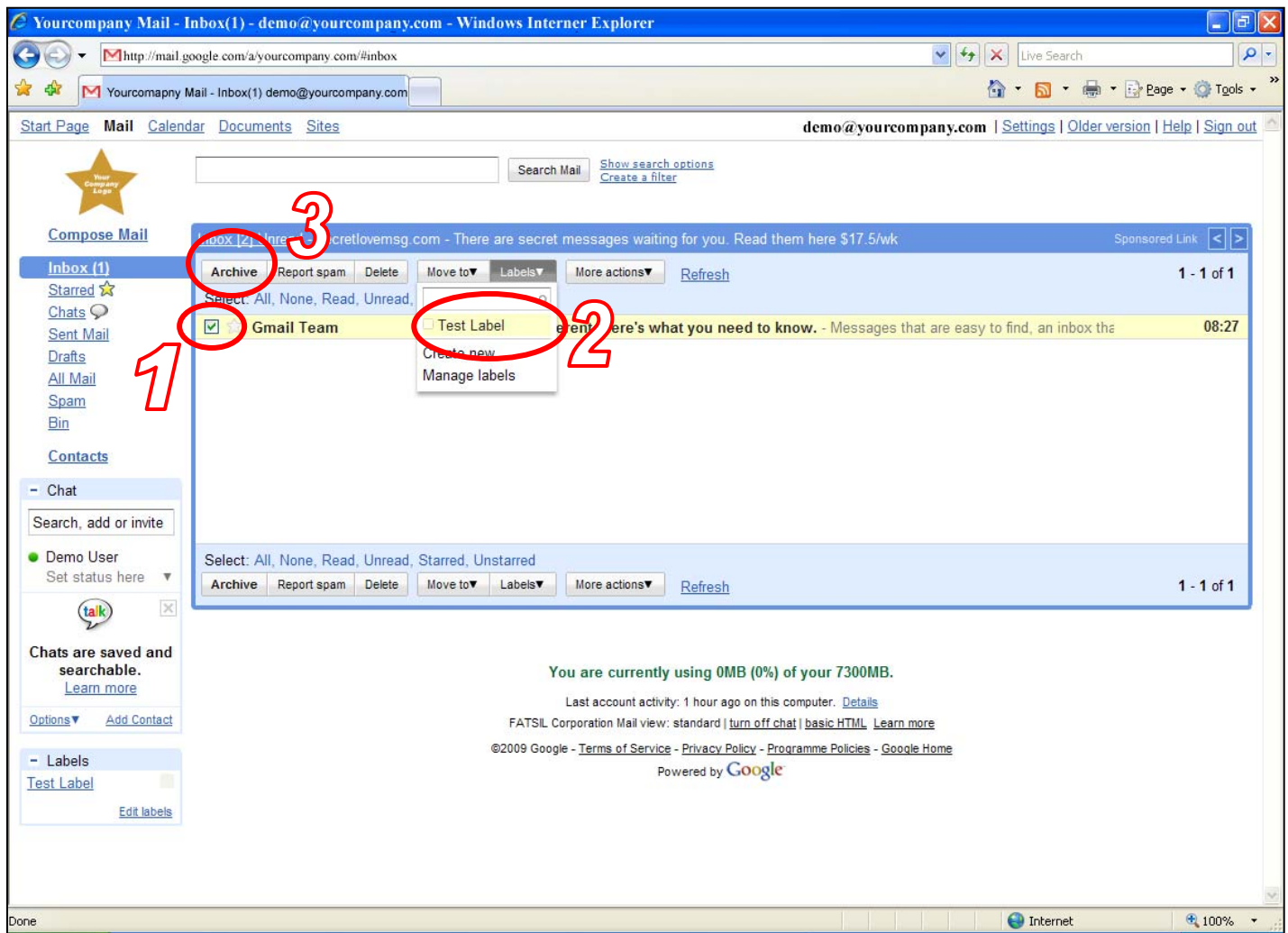
7. Signout

To prevent someone else from using the "Back" button or the History function, each time you exit your account you should sign out completely.

To sign out completely, click the "Sign Out" link at the top of the page. This way, a person using the computer after you does not have access to your account. This is especially important if you use a public or shared computer.